



THE LATEST NEWS IN THE WORLD OF CM/ECF

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What's New?

NOTICE TO ALL GANB CM/ECF Participants:

The following information is taken from a recent memo to us from the Administrative Office of the United States Courts (the AO):

The Judicial Conference recently amended the language of the Electronic Public Access Fee Schedule for the bankruptcy courts. The amendment increases the PACER Internet access fee from seven cents per page to eight cents per page. This increase is predicated upon Congressional guidance that the judiciary is expected to use PACER fee revenue to fund CM/ECF operations and maintenance. The fee increase will enable the judiciary to continue to fully fund the Electronic Public Access Program, in addition to CM/ECF implementation costs until the system is fully deployed throughout the judiciary and its currently defined operations and maintenance costs thereafter.

The fee increase will be effective on January 1, 2005. CM/ECF software, which includes the necessary changes to implement the fee increase, will be provided to the courts in mid-November. All courts must install this software release by the end of the calendar

year to effect the increase on January 1, 2005.

And, as a closing note from our GANB Clerk's Office -

We will send another e-mailed notification to you when we have determined when we will need to take the GANB CM/ECF Live server down for the installation of the aforementioned software.

“One free look” will still be available for those CM/ECF participants who sign up for e-mail notification.

Mike Smith
404-215-1133

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New CM/ECF Participants

Adam M. Stein
Allen Trapp
Allison C. Blair
Andrea M. Muller
Anna Humnicky
Ashley Pollard
Barry Staples
Benjamin I. Fink
Brian S. Limbocker
Brian Pastor
Charles H. Van Horn
Charles A. Thomas, Jr.
Chris Carouthers
Christina A. Craddock
D. Ruth Primm
Daniel F. Bridgers
David L. Holbrook
David A. Kleber
Donna J. Patton
Eric J. Taube (Texas)
Ernest V. Harris
Fred Stokes
G. Marshall Kent, Jr.
Gina Micalizio
Gregory Brack
Hillman J. Toombs
Isidor Kim
Issy Cheskes
J.Nathan Blau
Jacob A. Maurer
Jacqueline Bird (Florida)
James H. Lewis
James A. Fields
James B. Gurley
James H. Potts II
Jami M. Kohn
Janet Litt
Jeffrey S. Stein (New York)
Joe W. Cook
Joel M. Haber
John McManus

John T. Davis
John Tucker
John W. Butler
John L. Herbert
Jon A. Green
Joseph P. Quirk
Marc E. Ripps
Melody Cherry
Michael F. Hanson
Neil Moskowitz
Oliver D. Peters, Jr.
Peggy Jones Golden
Peter Coffman
Philip L. Ruppert
R. Matthew Reeves
Ralph Goldberg
Richard C. Taylor
Robert Broome
Robert Shuman
Robert D. Wildstein
Robert J. Mottern
Ronald E. Dobelstein
Schuyler Elliott
Sharon M. Lewonski
Shea S. Wellford
Shone L. Broadnax
Stanley J. Turner
Stephen Noel
Steven A. Wager
T. Wesley Robinson
Tad Ransopher
Therese G. Franzen
Thomas Joyce
Timothy A. Baxter
Timothy G. Cook
Todd Eric Duffy (New York)
Tony L. Blair
William "Kerry" Baldwin
William H. Curtis
William J. White
William E. Otwell
William Coolidge, III

Common Docketing Errors

1. CM/ECF is designed to be a "one click" system. **DO NOT** "double click" anywhere within CM/ECF. This could result in double filing your submission, or double charging your credit card!

2. There are **ONLY TWO** instances when you should choose the event "**Payment of Fees**", under the "**Bankruptcy**" category. If you use this event for any other purpose, you **will** **DOUBLE** charge yourself!

- If you are a debtor's attorney paying the debtor's monthly filing fee installment for the debtor, or
- If you have been instructed by the Clerk's office that a submission you've made should have had a fee collected

3. When prompted with this message, "*debtor or creditor name(pty:db)* represented by *Attorney's name (aty)*", **DO NOT** check the box, *if* anyone in your firm has made ***any*** prior submission in the case. You are being prompted with this message because a different user's login and password are being used to make the current submission. If you check this box, it will add the current user's name to the party, *in addition to* the existing attorney(s).

4. You **MUST** refer to Appendix 2, "**Key Word Index of Filing Events**" located in the back of the CM/ECF User's Guide, to ensure you are choosing the correct "Category" and "Event" when making a submission. By looking up the "key word" in your document, may prevent you from having to resubmit your document, or pay

additional filing fees! (Note: The beginning of Appendix 2 is for Bankruptcy events and the Adversary events are in the back portion, pages A2.17 through A2.23) Also, for quick reference you can refer to the "Attorney Event List."

5. When adding creditors by amending schedules or the matrix, remember to "upload or add" **only** the new creditors through "Creditor Maintenance."

- For information on properly preparing and submitting an amendment or amended (supplemental) matrix, refer to the CM/ECF User's Guide, Section 4 - Basic Concepts, page 4.8 "TIP", and also refer to Section 5 - Getting Documents Ready To File, Page 5.2.

- To upload or add the new creditors, click on the category "Bankruptcy" on the blue banner menu, then click on "Creditor Maintenance." You may either choose "Enter individual creditors" to type the creditors in manually, or "Upload a creditor matrix file" to upload the creditors (amended matrix) saved in the ".txt" format, refer to Section 8 - How To Open A Bankruptcy Case, Page 8.9 and 8.10, begin with Step 10 and proceed through Step 12.

6. If you are adding or deleting creditors, amending Schedules D, E, F, or filing an amended matrix you **MUST** choose the appropriate event which reflects "**FEE**." (Note: Correcting the spelling of a creditor's name or the creditor's address through an amendment, does NOT require a fee! The current "Fee Schedule" is available on our homepage, at www.ganb.uscourts.gov, click on "Office of the Clerk", then click on "Fees."

This "Fee Schedule" lists all documents which have a fee and the amount of the fee.)

7. **VERIFY ATTACHMENTS!** Verify you are attaching the correct ".pdf" file to your submission. Refer to the CM/ECF User's Guide, Section 4 - Basic Concepts, Page 4.10 "Sure Way To File the Right PDF Document in the Right Case" through Page 4.12. Not taking the brief time required to verify this could result in you having to resubmit your document, or paying additional filing fees!

8. **LINKING can be a vital part of your submission!** Refer to the CM/ECF User's Guide, Section 4 - Basic Concepts, Page 4.4 "Linking a Document Being Filed to a Previously Filed Document", through Page 4.7. There is a quick reference chart on pages 4.6 and 4.7 of this section, which will assist you in deciding what should, or should not, be linked. Linking - Default Motion for Relief from Stay should be linked to the Order and the original Motion for Relief.

9. **COMBINING** different types of documents can be done providing ALL of the documents are under the same category. **"The CM/ECF software has no method to decipher PDF documents to determine what they contain."** Refer to the CM/ECF User's Guide, Section 5 - Getting Documents Ready To File, Page 5.3 "Combining Different types of Papers in One Document" through Page 5.6, to ensure you are familiar with which documents can be combined, and which documents cannot be combined. **(NOTE: At this time, contrary to the statement on page 5.4, paragraph 3 and 4, stating the you may not combine an "amended Chapter 13 Plan" and "amended schedules," or combine a response with a motion, attorneys are now permitted to submit these as one .pdf**

document, in one entry, because these events are now under the same category.)

10. Do not duplicate text in the "*free text*" box which is listed in the event. For example, "Notice of Appearance (Attorney) *Notice of Appearance and Request for Notices*" Read the "Final Text" box carefully. Verify the information is accurate and reads correctly before you make the submission.

If you have any questions, please contact Irene Wiggins at 404-215-1057 or Dan Newsome at 404-215-1099.

The Clerk's Office appreciates your attention to these matters.

SUBMITTING PROPOSED ORDERS

Judge Murphy, Judge Massey and Judge Diehl allow proposed orders to be submitted directly to chambers through the e-mail address. Please check their website for the instructions. All other Judges still require you to send the "paper original" directly to their respective chambers, even if you have submitted it as an attachment when filing your Motion, Objection, etc.



CORRECTIONS: (ATLANTA DIVISION)

When you have found that an entry was made in error, (e.g., attaching the wrong document, incorrect party, wrong information entered, etc.), please contact the Assistant Supervisor, for these corrections, as follows:

For corrections or edits to cases assigned to Judges Mullins-CRM, Massey-JEM, Diehl-MGD or Bonapfel-PWB, *please e-mail* Bernice_Brown@ganb.uscourts.gov

For corrections or edits to cases assigned to Judges Drake- WHD, Murphy-MHM, Bihary-JB or Brizendine-REB, *please e-mail* Shannon_Whitworth@ganb.uscourts.gov

(GAINESVILLE, ROME, NEWNAN DIVISIONS)

For corrections or edits to cases filed in any of the divisional offices, please contact the office *directly* by phone.

GAINEVILLE (678) 450-2700

ROME (706) 378-4000

NEWNAN (678) 423-3000

Financial Issues

Filing fees should be paid after completion of filing documents and/or on the same day as filing. General Order No. 11 applies to cases filed through CM/ECF as well as cases filed at the clerk's office. Any cases with unpaid fees are subject to dismissal.

The CM/ECF Internet Credit Card Program was replaced on August 20, 2004 and there were just a few minor issues that have since been resolved. Please note not to use the "Back Button" after selecting the option to make filing fee payments. If this selection is made, the payment does not properly attach to the document in CM/ECF leaving the filing fee outstanding and causing a duplicate payment.

Duplicate charges can also be caused by

double clicking the payment. Click only once in the payment program.

The event code "Payment of Fees" should only be used to make the second or final installment payment or in the event you selected an event with no filing fee and a filing fee applies to the document filed. When filing documents requiring a fee, no information such as zeros should be entered into the receipt field. This causes the filing fee to be rejected from the CM/ECF Internet Credit Card Program and the fees will remain outstanding. In this instance the "Payment of Fees" event would be used to complete the payment.

If the pop-up box is not received after filing a document which requires a fee, check the setting for pop-up blocker. If the setting is too high, it will not allow the payment pop-up box. "Cookies" can also prevent the box from appearing and can be removed by doing the following:

Internet Explorer: click on Tools, Internet options, click on the general tab, in center of dialog - click on Delete Cookies and Delete Files

Netscape: click on the Edit menu, click on Preferences, click on Privacy and Securities, click on Cookies, at bottom of dialog click on Manage Stored Cookies, then click on Remove all Cookies.

The Clerk's office will not create any charges for filing fees. Credit Card Authorization forms are no longer required. If payment cannot be made through CM/ECF, contact the Financial Office for instructions.

Any questions concerning filing fee payments should be directed to Lynn Saunders, Financial Administrator at 404-215-1132.

About ECF Filing Fees...

Did you know that you can print a daily report listing each case number, amount paid, the receipt number and total amount charged through the reports in ECF? This is the best receipt for you to match to your credit card statement, because it not only lists the total amount paid on a particular day, it also lists the case numbers and amounts paid on each. To get the report you must log into ECF, select reports, select Attorney Fees Report and enter the dates of interest.

STATISTICS THE NORTHERN DISTRICT OF GEORGIA September 2004

Division	Filed Electronic	Filed Paper	Total
Atlanta	1,829	623	2,452
Gainesville	261	47	308
Newnan	382	47	429
Rome	403	26	429
Total	2,875	743	3,618

ONLINE NEWSLETTER

This newsletter and previous issues are available for online viewing at <http://www.ganb.uscourts.gov>. Click the link for CM/ECF, the newsletter link under CM/ECF Reference Materials.

FEEDBACK

We value your participation and opinion!

irene_wiggins@ganb.uscourts.gov

gary_drake@ganb.uscourts.gov

michael_g_smith@ganb.uscourts.gov

ATTORNEY EVENT LIST

ADVERSARY MENU - ANSWER/RESPONSE

Amended Answer to Complaint
Answer
Reply to Response
Response to Motion
Sur-Reply to Reply
Answer to Complaint

ADVERSARY MENU - COMPLAINT & SUMMONS (USE THESE EVENTS AFTER CASE IS OPENED)

Amended Complaint
Certificate of Service of Summons and Complaint
Counterclaim
Crossclaim
Intervenor's Complaint
Third-Party Complaint

ADVERSARY MENU - OTHER

0-Certificate of Service
0-Change of Address (document requesting)
0-Withdrawal of Document
Acknowledgment of Service
Affidavit
Brief
Discovery Request
Discovery Response
Docket and Documents in Removed Case
Exhibit List
Exhibits
Jury Demand
Offer of Judgment
Proposed Findings of Fact & Conclusions of Law
Request for Entry of Default
Request for Issuance of Summons and Notice of PreTrial Instructions
Request for Writ of Execution
Statement of Undisputed Facts
Status Report
Stipulation
Suggestion of Bankruptcy
Suggestion of Death
Waiver of Service
Witness List

ADVERSARY MENU - MOTIONS

Abstain, Motion to
Amend, Motion to
Application to Appear In Forma Pauperis
Compel Discovery, Motion to
Contempt, Motion for
Default Judgment, Motion for
Defer and/or Waive Payment of Filing Fee, Motion (of trustee) to
Dismiss, Motion to
Enforce Settlement Agreement, Motion to
Extend Time, Motion to
Intervene, Motion to
Join, Motion to
Judgment on the Pleadings, Motion for
Leave of Absence, Motion for
Leave to Appeal, Motion for
Limine, Motion in
More Definite Statement, Motion for
Partial Summary Judgment, Motion for
Preliminary Injunction, Motion for
Protective Order, Motion for
Quash, Motion to
Reconsider, Motion to
Relief from Judgment or Order, Motion for
Remand, Motion to
Sanctions, Motion for
Sever, Motion to
Show Cause, Motion for Order to
Stay Pending Appeal, Motion for
Strike, Motion to
Substantively Consolidate, Motion to
Substitute Attorney, Motion to
Substitute Party, Motion to
Summary Judgment, Motion for
Temporary Restraining Order, Motion for
Vacate, Motion to
Voluntary Dismissal of Adversary
Withdraw as Attorney, Motion to
Withdraw the Reference (FEE), Motion to
z-Motion

ADVERSARY MENU - NOTICES

Notice
Notice of Appearance
Notice of Hearing

Notice of Motion

BANKRUPTCY MENU - ANSWER/RESPONSE

Answer to Involuntary Petition

Objection

Response (not to motion)

Reply to Response

Response to Motion

Response to Motion to Avoid Lien

Response to Motion to Redeem

Sur-Reply to Reply

BANKRUPTCY MENU - APPEAL

Appellant's Designation of Record on Appeal

Appellee's Designation of Record on Appeal

Notice of Appeal (FEE)

Notice of Appeal (NO FEE -- TRUSTEE)

Request to Proceed In Forma Pauperis

BANKRUPTCY MENU - BATCH FILINGS

02-Trustee's No Distribution Report (NO DOCUMENT)

Approve Compromise, Motion to

Approve Compromise, Motion to

Joint Interim Statement for Transferred Case

Notice of Appearance (Attorney)

Notice of Appearance (Creditor)

Objection to Confirmation of Plan (batch)

Transfer of Claim

Trustee's (12/13) Final Report (batch)

Trustee's Certification of Non-Compliance (batch)

Trustee's Request for Entry of Discharge (13 plan completed) (batch)

Trustee's Supplemental Report Requesting Confirmation

Trustee's Supplemental Report Requesting Dismissal

Trustee's Supplemental Report Requesting Dismissal w/Prejudice (batch)

BANKRUPTCY MENU - CLAIM ACTIONS

Objection to Claim (Motion to Disallow Claim)

Objection to Transfer of Claim

Transfer of Claim

Withdrawal of Claim

BANKRUPTCY MENU - PAYMENT OF FEES

00-Payment of Fees on Motion for Relief from Stay

01-Payment of Chapter 7 Installment Fee

02-Payment of FINAL Installment Re: Ch. 7 Voluntary Petition Filing Fee

03-Payment of Chapter 13 Installment Fee
04-Payment of FINAL Installment Re: Chapter 13 Voluntary Petition Filing Fee
05-Payment of Amendment Fee
06-Payment of Filing Fee on Adversary Case
07-Payment of Chapter 11 (Individual) Installment Fee
08-Payment of FINAL Installment Re: Chapter 11 Voluntary Petition Filing Fee
Payment of Appeal Fee
Payment of Conversion Fee - Chapter 7 or 13 to a Chapter 11
Payment of Conversion Fee to a Chapter 7
Payment of Deconsolidation Fee - Chapter 13
Payment of Deconsolidation Fee - Chapter 7
Payment of Fees on Motion to Compel Abandonment
Payment of Fees on Motion to Withdraw Reference
Payment of Reopen Fee - Chapter 11
Payment of Reopen Fee - Chapter 13
Payment of Reopen Fee - Chapter 7

BANKRUPTCY MENU - OTHER

01-Proposed Order Terminating EDO (Conversion/Dismissal ONLY)
0-Certificate of Service
0-Change of Address (document requesting)
0-Reaffirmation Agreement -- Debtor Pro Se
0-Reaffirmation Agreement -- Debtor Represented
0-Withdrawal of Document
Amended Chapter 13 Plan
Ballot
Contested Matters: Affidavit
Contested Matters: Brief
Contested Matters: Discovery Request
Contested Matters: Discovery Response
Contested Matters: Exhibit List
Contested Matters: Exhibits
Contested Matters: Offer of Judgment
Contested Matters: Proposed Findings of Fact & Conclusions of Law
Contested Matters: Request for Entry of Default
Contested Matters: Request for Writ of Execution
Contested Matters: Statement of Undisputed Facts
Contested Matters: Stipulation
Contested Matters: Witness List
First Request to Convert from Chapter 13 to Chapter 7 (FEE)
Initial Docs02: Statement of Financial Affairs
Initial Docs03: Schedules (FEE)
Initial Docs03: Schedules (NO FEE)
Initial Docs04: Statement of Intent
Initial Docs05: Attorney Disclosure Statement

Initial Docs07: Amendment to Schedules (FEE)
Initial Docs07: Amendment to Schedules (NO FEE)
Initial Docs07: Amendment to Voluntary Petition
Initial Docs08: Amended Matrix (FEE)
Misc: Operating Report
Misc: Rescission of Reaffirmation Agreement
Misc: Status Report
Misc: Suggestion of Death
Suggestion of Bankruptcy

BANKRUPTCY MENU - MOTIONS/APPLICATIONS

00-Motion for Relief from Stay (FEE)
01-Motion for Relief from Co-Debtor Stay (NO FEE)
01-Motion for Relief from Stay (NO FEE --E.G., Consent; Amended; Supplemental; Child Support)
01-Response to Motion
02-Application to Pay Filing Fee in Installments
03-Motion to Avoid Lien with Notice to Respond
04-Objection to Confirmation of Plan
05-Motion to Dismiss Case
06-Motion to Extend Time
06-Motion to Shorten Time
07-Application to Employ
08-Application for Compensation
09-Motion for Leave of Absence
Abandon Property, Consent Motion to
Accounting, Motion for
Adequate Protection, Motion for
Allow Direct Payment, Motion to
Amend, Motion to
Appoint Creditors' Committee, Motion to
Appoint Trustee, Motion to
Appointment of Chapter 11 Examiner, Motion for
Approve Compromise, Motion to
Approve Reaffirmation Agreement, Motion to
Approve Use of Cash Collateral, Motion to
Assume Executory Contract or Lease, Motion to
Authority to Enter Into Contract Outside Ordinary Course of Business, Motion for
Authorize Use of Existing Bank Accounts, Motion to
Compel Abandonment of Property (FEE), Motion to
Compel Debtor to Perform Section 521 Duties, Motion to
Compel Discovery, Motion to
Compel Payment of Postpetition Expense, Motion to
Contempt, Motion for
Continuance, Motion for
Convert Case 7 or 11 to 13, Motion to

Convert Case 7 or 13 to 11 (FEE), Motion to
Convert/Reconvert Case to Ch. 7 (FEE), Motion to
Deconsolidate (FEE), Motion by Debtor to
Defer Entry of Discharge, Motion to
Deposit Funds into Court Registry, Motion to
Disallow Exemption (Objection to Exemption), Motion to
Disburse Unclaimed Dividends, Motion to
Examination pursuant to FRBP 2004, Motion for
Extend Time to File Schedules, Application to
Final Decree, Application for
Hardship Discharge, Motion for
Incur Debt, Motion to
Intervene, Motion to
Join, Motion to
Joint Administration, Motion for
Leave to Appeal, Motion for
Limine, Motion in
Limit Notice, Motion to
Partial Summary Judgment, Motion for
Pay Administrative Expense, Motion to
Pay Pre-Petition Claims, Motion to
Preliminary Injunction, Motion for
Prohibit Use of Cash Collateral, Motion to
Protective Order, Motion for
Quash, Motion to
Reconsider, Motion to
Recuse Judge, Motion to
Redeem with Notice to Respond, Motion to
Reduce Attorney's Fee, Motion to
Refund of Filing Fee, Motion for
Reimpose Stay, Motion to
Reject Executory Contract or Lease, Motion to
Relief from Judgment or Order, Motion for
Reopen Case (NO FEE -- clerical error or to determine discharge issue), Motion to
Reopen Ch. 11 Case (FEE), Motion to
Reopen Ch. 7/12/13 Case (FEE), Motion to
Sanctions, Motion for
Seal, Motion to
Sell, Motion to
Set Hearing, Motion to
Set Last Day to File Proofs of Claim and/or Administrative Claims, Motion to
Sever, Motion to
Show Cause, Motion for Order to
Stay Order, Motion to
Stay Pending Appeal, Motion for

Strike, Motion to
Substantively Consolidate, Motion to
Substitute Attorney, Motion to
Substitute Party, Motion to
Summary Judgment, Motion for
Suspend/Extend Plan Payments, Motion to
Transfer Venue, Motion to
Turnover, Motion for
Vacate Dismissal Order in Ch. 11 (FEE), Motion to
Vacate Dismissal Order in Ch. 7/12/13 (FEE), Motion to
Vacate, Motion to
Validate Foreclosure Sale, Motion to
Voluntary Dismissal by Joint Debtor, Motion for
Withdraw as Attorney, Motion to
Withdraw the Reference (FEE), Motion to
z-Motion

BANKRUPTCY MENU - NOTICES

Certification Re: Review of Proof of Claims
Notice
Notice of Appearance (Attorney)
Notice of Appearance (Creditor)
Notice of Hearing
Notice of Leave of Absence
Notice of Motion
Notice Rescheduling 341mtg/Conf/Hrg

BANKRUPTCY MENU - PLAN

Certification of Ballots
Chapter 11 Plan
Chapter 12 Plan
Chapter 13 Plan
Chapter 9 Plan
Disclosure Statement

BANKRUPTCY MENU - TRUSTEE/US TRUSTEE

01-Trustee's Chapter 12 or 13 Final Report
02-Trustee's No Distribution Report (NO DOCUMENT)
02-Trustee's No Distribution Report (W/DOCUMENT)
03-Notice of Intent to Pay Late-Filed Claim
04-Trustee's Supplemental Report Requesting Confirmation
04-Trustee's Supplemental Report Requesting Dismissal
04-Trustee's Supplemental Report Requesting Dismissal w/Prejudice
04-Trustee's Supplemental Report Requesting Rescheduled Confirmation
05-Trustee's Interim Report

06-Trustee's Status Report
07-Trustee's Request for Entry of Discharge (13 plan completed)
Application of U. S. Trustee for Approval of Appointment of Trustee
Chapter 7 Trustee's Report of Assets and Request to Set Claim Deadline
Closing Report-Chapter 7 Asset
Continuance of Meeting of Creditors
Notice Appointing Ch. 7 Trustee
Notice Appointing Creditors' Committee
Notice of Abandonment of Property
Notice of Appointment of Ch. 11 Trustee
Notice of Appointment of Successor Trustee
Notice of Hearing
Notice of No Appointment of Creditors' Committee
Notice of Reappointment of Trustee
Notice of Special Meeting
Notice to Deposit Funds into Court Registry
Receipt of Identification from Debtor
Request for Special Charges
Trustee's Certification of Non-Compliance
Trustee's Chapter 11 Final Report and Accounting
Trustee's Distribution Report
Trustee's Final Report
Trustee's Initial Report (W/DOCUMENT)
Trustee's Inventory Report
Trustee's Motion for Order Requiring Business Debtor to File Reports
Trustee's Rejection of Appointment
Trustee's Report of Failure to Appear
Trustee's Report of Sale
U.S. Trustee's Final Account/Certification

NOTICE

RE: Change in Procedure Clerk's Entry of Default

With approval of the Judges of this Court, the Clerk's Office adopted a new procedure regarding the clerk's entry of default. The effective date of the new procedure is **Monday, August 2, 2004.**

A docket entry regarding the entry of default will be made by the Clerk's Office, if appropriate. However, the Clerk's Office will no longer create a paper entry of default, and thus will no longer serve a paper copy of said entry.

Interested parties may review the docket sheet for the clerk's entry of default.

W. Yvonne Evans
Clerk of Court

Searching the Claims Register*

Viewing the Claims within the Claims Register Searching for the Court's assigned Claim Number

1. Log into CM/ECF using your **PACER**** login and password.
2. Select “**Reports**” from in the blue banner menu located on the upper portion of the CM/ECF screen.
3. Select “**Claims Register**” option.
4. Enter **Case Number** and click the “**Run Report**” button. (Optional: You may better define your search by completing any of the other information fields.)
5. The **Search Results** screen that appears will list the “**Case #, Case Name, Claim #, Date Filed, Creditor #, Creditor Name.**” Leave the radio button defaulted to “**Claims Register**” and click the “**Next**” button at the bottom of the screen. Scroll down to view all claims to determine the “**Claim Number**” for which you are searching. To view the actual claim, click on the blue Claim Number hyperlink. The “**Claims Register**” will provide additional information about the claim, e.g., **Class, Amount Claimed, Amount Allowed.**

* If you are specifically "logging in to **search/review** the claims register," use your **PACER** login and password. You may also use your ECF login and password; however, you will be prompted to enter the PACER login when you click on the "**Claims Register**" option. If you are in the process of a submission/event (*using your CM/ECF password*) and choose any hyperlink, you will then be prompted to enter your PACER login and password before accessing/viewing a document, docket, etc.

****Attorneys must have a “PACER” login and password to view claims in CM/ECF
You must use your CM/ECF login and password to make a submission to the Court!
You must use your PACER login and password to access/view a docket or document!**

**If you do not have a “PACER” login and password, please contact “PACER” at
(800) 676-6856 or <http://pacer.psc.uscourts.gov>**

**If you do not have a CM/ECF login and password, please contact Dan Newsome with the
U. S. Bankruptcy Court - Northern District of Georgia at
Dan Newsome (404) 215-1099 or Daniel_Newsome@ganb.uscourts.gov**